



Critical Intelligence Problems Committee

3 February 1984

*Office of the Chairman*

NOTE FOR: CIPC Staff

FROM:

ES/CIPC

SUBJECT: Secretary/Administrative Support  
Assignments

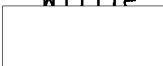
1. As all of you are aware, our workload has increased significantly over the past several weeks, and from all indications it will continue to do so.

2. In an effort to balance out the present and projected heavy typing load we have decided to adjust the secretary assignments. I hasten to add, however, that these assignments are not exclusive. In the future when we have large production requirements, especially with time constraints, all available administrative support will be directed against the timely completion of these tasks. I might also add that the staff officers will be called upon as appropriate to assist in the production effort by proofreading, editing, etc. For the present, there is no administrative support relief in sight; it is therefore imperative that we

all pull together in order to accomplish  
our tasks.

3. The new secretary assignments are  
as follows:

Jane            Gene  
                 Kelly  
                 

Ethel           Paul  
                 Willie  
                 

Intelligence Assistant/Secretary Support:

Harriette      Ray  
                 Committee  
                 Nancy  
                 George  
                 